



Office of the City Clerk

Weekly Report – for Week Ending January 8, 2016

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Elections:

Clerk staff received the third draft of the initiative petition, “Restrictions on General Plan Amendments, Required Review of General Plan; Building Moratorium” on December 30 and approved it for circulation on January 4.

2016 Neighborhood Council Election -

Systems and Elections staff continued work on the NC candidate processing web application. Four reports were added to the module. Computers are being setup with election software ready for NC ballot layout process. Ballot layouts and data files will be provided to the vendor Everyone Counts to setup online voting.

The NC candidate filing system went live on December 19, 24, and 26, for Regions 1, 4, and 2, respectively and on January 3 for Region 3. There are currently 16 certified candidates and 4 who are pending review

Clerk staff coordinated with the department’s translation vendor to translate and record the scripts for the Interactive Voice Response (IVR) or phone voting, component of Neighborhood

Council’s voting system. The vendor completed the audio IVR recordings in Chinese, Korean and Spanish on January 4. The translated audio files were forwarded to EveryOne Counts. Once the files have been programmed into the telephone voting system, staff will test the component to ensure its functionality.

Clerk staff developed social media graphics for all the NC regions. Staff also provided an interview to the Spanish newspaper *HOY*, regarding neighborhood council elections.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0
Number of Notices/Publications	31
Number of Contracts Attested	30
Number of Council Files Created	41
Number of Claims Received	95
Number of Referrals	35
Number of Council Meetings	0
Number of Committee Meetings	0

Neighborhood and Business Improvement Districts:

On January 5, 2016, the Accounts Receivable Unit prepared and mailed invoices for the new Central Avenue BID. A letter was included to permit the assessment payment in two installments.

The 50% petition threshold was met for the Encino (expired December 31, 2015) and Westwood (expires December 31, 2016) BIDs.

TOP ISSUES

- *The initiative petition, “Restrictions on General Plan Amendments, Required Review of General Plan; Building Moratorium” was approved for circulation.*
- *2016 Neighborhood Council Election preparations continue.*
- *Semi-Annual Disaster Recovery Test this weekend*



Office of the City Clerk

Weekly Report – for Week Ending January 8, 2016

Ordinances of Intention for the renewal of the Encino and Westwood BIDs were submitted to the City Attorney for approval as to form and legality.

Staff met with the consultant to review the Management District Plan and Engineer's Report for the proposed Venice Beach BID on January 7, 2016.

Records Management - The Records Management Officer met with the City's newly selected records storage provider (Storetrieve) and with the Police Department to plan the movement of LAPD records from the current vendor (Iron Mountain) to Storetrieve.

Historical Archives Research - The City Attorney's Office continued to research municipal code sections pertaining to the closing hours of City parks located at beaches. The Harbor Department researched the early ordinances creating the Harbor Commission. Private citizens researched the photo collection of the City Archives.

Special Storage Arrangement, L.A. Maritime Museum - 70 boxes of the Los Angeles Maritime Museum's "Weinstein Collection" have been returned to the Maritime Museum. The transfer will continue at a rate of approximately ten boxes per week.

Records Storage RFP - The City Clerk's recommendation for the selection of a vendor for the award of the records storage contract was approved by the City Council (<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=15-1391>)

Council File Scanning - 21 boxes containing 1,075 council files have been imaged and will be uploaded to CFMS. Imaging will continue at a rate of approximately 10 boxes every two weeks through April of 2016.

Systems - The new Project Tracker web application development has been completed and is ready for production. A demonstration will be provided to all division managers in the bi-monthly ClerkSTAT meeting. The application will allow division managers and executives to track their projects, set priority and deadlines for their division.

Fiscal - Staff submitted revenue estimates to the Controller's Office, provided quarterly contract award data to the Mayor's Office, reconciled the petty cash checking account, provided quarterly bank certification to the Office of Finance, processed various petty cash requests and transfer documents pertaining to Council discretionary funds, completed the December expense report for City Clerk and submitted the monthly financial status report to CAO.

AB1290/Council/GCP - Staff received 1 contract allocation, has 1 contracts out to vendor, has 1 contract amendment in process, has 6 contracts in process, has 2 close-outs in process and has 3 contracts out to City Attorney for review and processed four GCP invoices and drafted one FCP contract.

Personnel - Staff held 1 exit orientation, held 1 Workplace Violence Prevention Training for Council District 1, processed 1 new workers' compensation claim and continues to work with the Personnel Department's Workers' Compensation Division on various open claims in the City Clerk, Council and Mayor's Office, working closely with Chiefs of Staff in the Mayor's Office and various Council Offices on personnel matters, working on preparing four reallocation requests for positions in the City Clerk's Office and is working on a special project for Council District 3 to capture information regarding current staff, including hire date and a history of all salary adjustments.

UPCOMING. . .

City Health Commission meeting on January 11, 2016.

Candidate Filing for Region 5 will open on January 17, 2016.